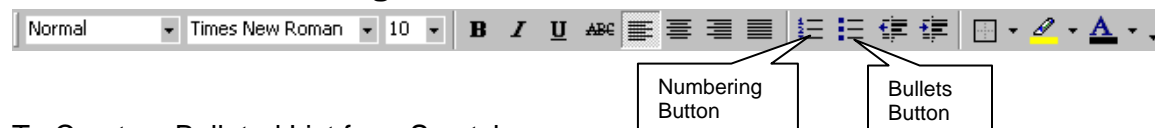


Intermediate Microsoft Word XP

Objective 1: Apply bullets and numbering to lists.

Bullets and Numbering



To Create a Bulleted List from Scratch

1. Click the **Bullets button** located on the Formatting toolbar.
2. Enter your list items pressing the **Enter key** after each item.
3. Click the **Bullets button** again to stop.

To Create a Numbered List from Scratch

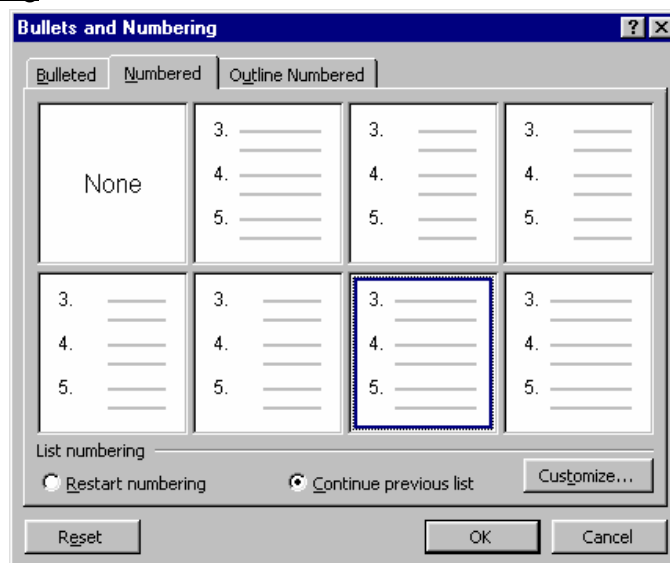
1. Click the **Numbering button** located on the Formatting toolbar.
2. Enter your list items pressing the **Enter key** after each item.
3. Click the **Numbering button** again to stop.

To Create a Bulleted or Numbered List from an Existing Block of Text

1. Highlight the block of text that you would like to apply list formatting to.
2. Click either the **Bullets or Numbering button** on the Formatting toolbar. (A bullet or number will be placed at the beginning of a new line.)

To Format your Bullets or Numbering

1. Highlight the list for which you would like to change the bullets or numbering style.
2. Click **Format** on the Menu bar then click **Bullets and Numbering**.
3. Choose either the **Numbered** or **Bulleted** tab click the style you like then click **OK**.



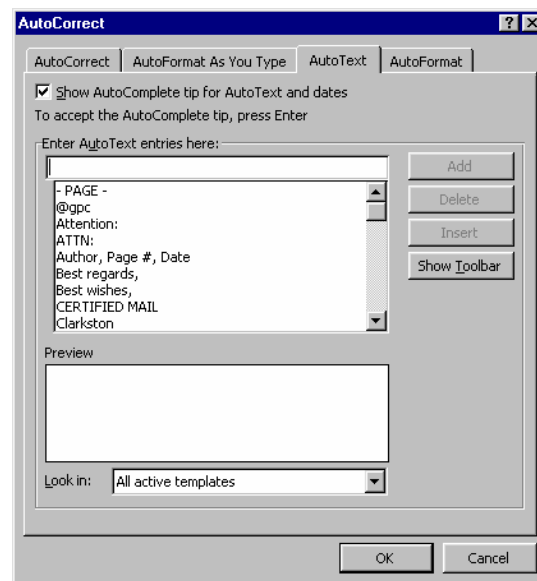
Objective 2: Create AutoText entries.

The AutoText feature allows you to define a word or block of text as a name. When this name is recalled, Word XP automatically inserts the associated text into the document. This feature keeps you from keying the same word or group of words more than once. For instance, instead of typing my entire email address I could create an AutoText entry that would recognize when I was typing my email and automatically finish the address for me!

o use the AutoText command

1. Click **Tools** on the Menu bar then click **AutoCorrect Options**.
2. Click the **AutoText** tab if necessary.
3. In the **Enter AutoText entries here:** **textbox**, enter the word or phrase that you wish to have Word XP complete automatically as you type it.
4. Click **Add** then click **OK**.

Now when the user gets ready to key the word or group of words Word XP will automatically recognize and provide a pop-up entry. Press the **Enter key** to Insert; otherwise, continue typing.

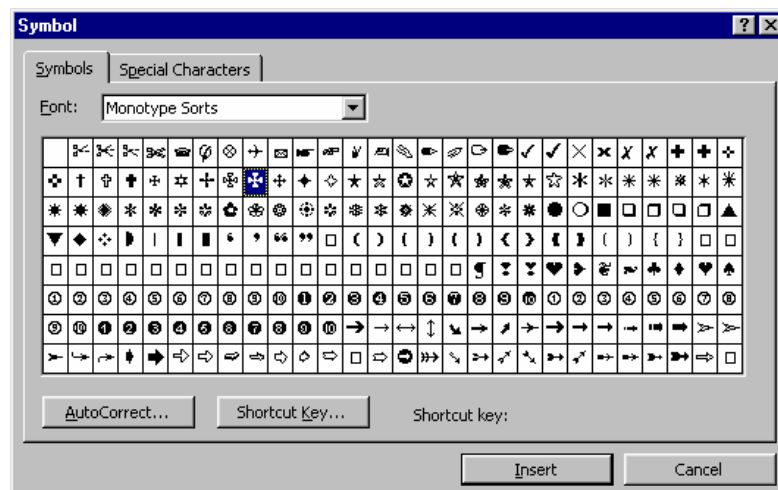


Objective 3: Adding Special Symbols

Word XP allows the user to insert symbols or special characters that are frequently used in documents. Copyright, trademark, and other graphic elements are just a few symbols that can be added. There are also international characters and diacritic marks as well.

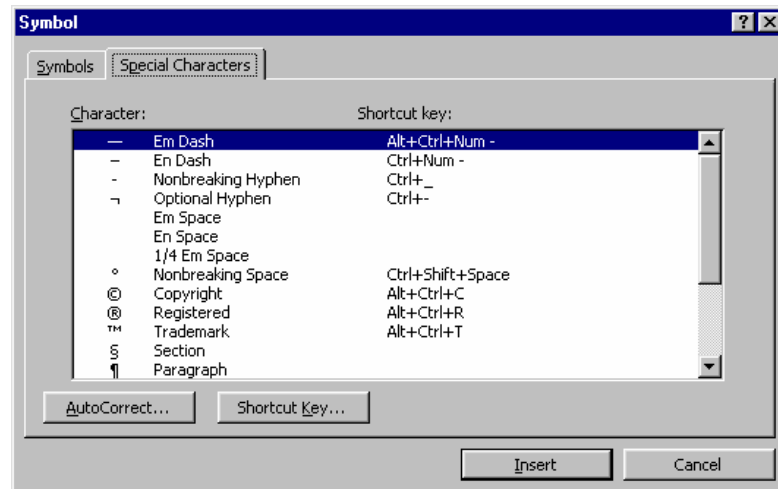
To Insert Special Symbols

1. Click **Insert** from the Menu bar and then click **Symbol**.
2. Choose the **Symbols** tab.
3. From the **Font** drop down list select the style of symbols you would like to insert.
4. Click on the symbol that you wish to insert, and then click **Insert**.



To Insert Special Characters

1. Click **Insert** from the Menu bar and then click **Symbol**.
2. Choose the **Special Characters** tab.
3. Click on the character that you wish to insert, and then click **Insert**.



Objective 4: Reveal formatting codes using Show/Hide and What's This? to help trouble shoot problems in a document.

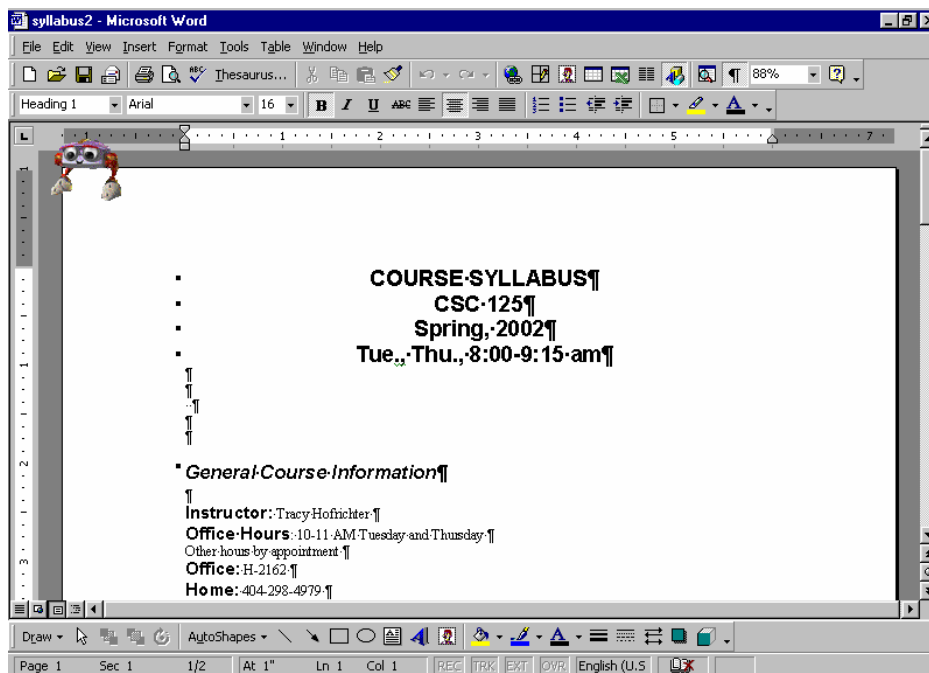
Show/Hide

The Show/Hide button on the Standard toolbar will show you where in your document you have used some standard formatting features such as starting new paragraphs, tabs, page breaks, etc.



To Show/Hide Formatting

1. Click the **Show/Hide** button on the Standard toolbar.

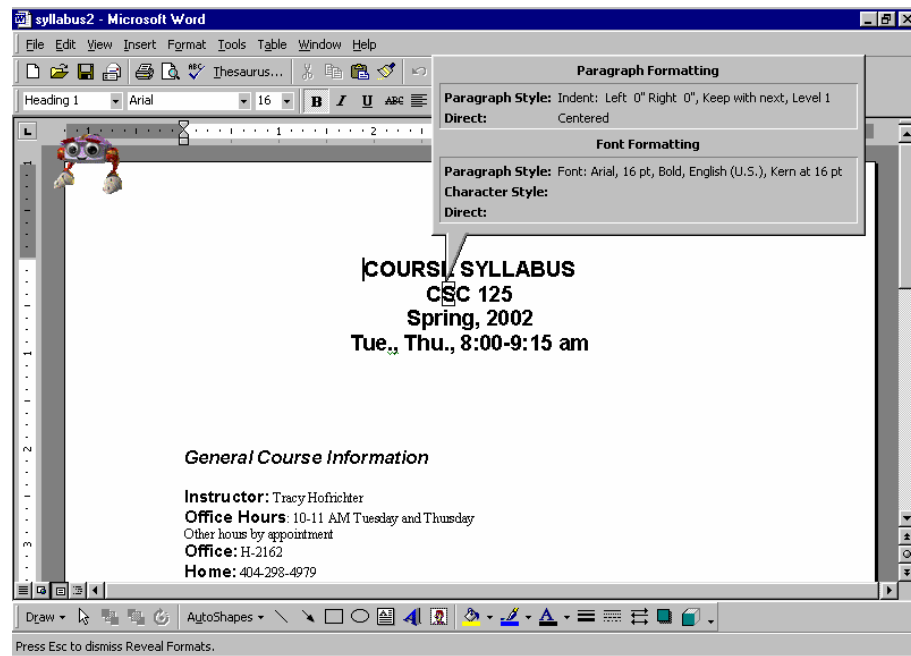


What's This?

What's This? is a Word XP feature that will help you determine what formatting you have applied to your documents. It gives more detailed information that Show/Hide.

To Use What's This?

1. Click **Help** on the Menu bar then click **What's This?**.
2. Then click on a piece of text or area of your document where you wish to know what formatting has been applied. (What's This? will stay activated until you turn it off.)
3. When finished, click **Help** on the Menu bar then click **What's This?**.



Objective 5: Create columns in a document and apply formatting to the columns.

Columns in Word XP are powerful, versatile, and easy to apply. They can be applied to an entire document or to specific areas in a document. They can be adjusted to fit the needs of user. The user can have multiple columns or single columns and you can even specify different column widths.

Columns



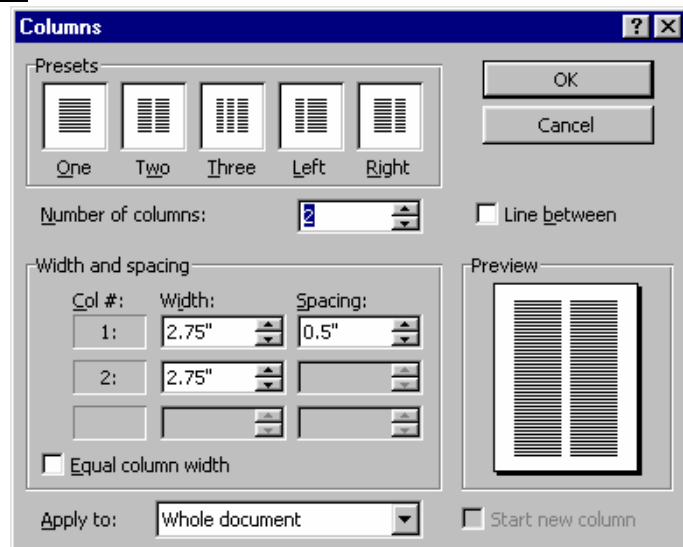
To Use Columns

1. At the beginning of your document, click **Columns button** on the Standard Toolbar.
2. Use your mouse to highlight the number of columns you want in your document. Once you have highlighted the appropriate number of columns, click your left mouse button while still pointing in the highlighted selection.
3. Begin typing at the blinking cursor.
4. Enter text until you have reached the bottom of the column.
5. The text will automatically flow to next column.

Remember you can only click from one column to the next when data has been entered into each column. You cannot jump from one column to the next if there is no text present.

To Insert a Vertical Line between Columns

1. Click **Format** on the Menu bar then click **Columns**.
2. Click the **Line between** check box.
3. Then click **OK**.



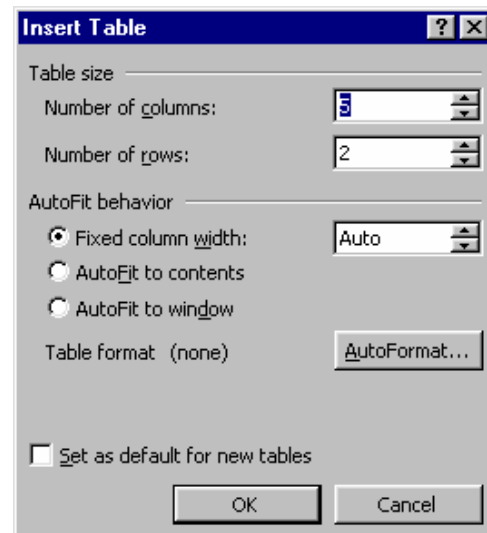
Objective 6: Arranging and presenting text in tables.

Tables

Creating a table is just a simple way of adding/creating columns within a document. Word XP tables consist of vertical columns and horizontal rows that intersect and create cells. Text as well as numbers can be entered into these cells.

To Create a Table

1. Place the cursor where you wish to insert the table.
2. Click **Table** on the Menu bar, point to **Insert**, and then click **Table**.
3. Enter the number of columns that you will need and the number of rows into the appropriate boxes. (You can change this later, if necessary.)
4. Click **OK**.
5. Table will appear in the document.
6. Begin entering data where the cursor is blinking.
7. To move from cell to cell press the **Tab** key.



Once you begin to enter data into the table, as additional rows are needed Word XP will automatically create new rows when you press the **Tab** Key.

To Insert Columns

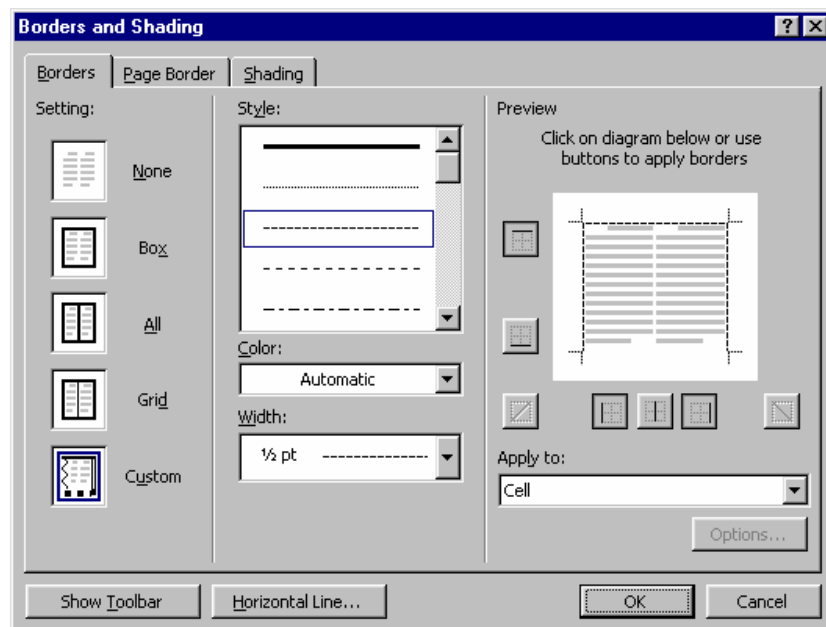
1. Highlight the column adjacent to the place of new column.
2. Click **Table** on the Menu bar, point to **Insert**, and then click either **Columns to the Left** or **Columns to the Right**.

To Insert Rows

1. Highlight the row that is relative to the placement of the new row.
2. Click **Table** on the Menu bar, point to **Insert**, and then click either **Rows Above** or **Rows Below**.

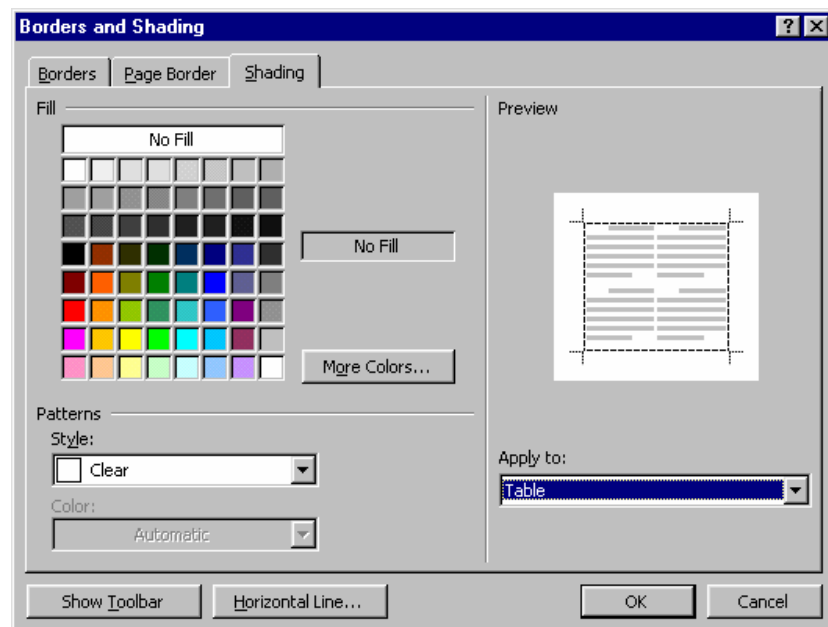
To Apply Borders to Tables

1. Click inside the table to insert the cursor.
2. Click **Format** on the Menu bar then click either **Borders and Shading**. Click the **Borders** tab, if necessary.
3. Click the **Setting** that you prefer, click to select the border **Style**, **Color**, and **Width**.
4. In the **Apply to drop down list**, select **Table**.
5. Click **OK**.



To Apply Shading to Tables

1. Click inside the table to insert the cursor.
2. Click **Format** on the Menu bar then click either **Borders and Shading**. Click the **Shading** tab.
3. Click the **Fill** color that you prefer, select a **Pattern** if desired.
4. In the **Apply to drop down list**, select **Table**.
5. Click **OK**.



To apply borders or shading to a particular cell in a table, make sure you either highlight the appropriate cells or insert your cursor into the cell you wish to format. Then follow the instructions listed above except in the **Apply to drop down list**, select **Cell**.

Objective 7: Format documents using graphics.

Clip Art

Word XP allows you to have access to many different graphic options. The most popular of these options is inserting pictures/graphics into documents. By simply clicking the mouse, you can insert a picture from the Word XP ClipArt Gallery into any document that is being created. Word XP has hundreds of different clip art images available.

To Insert Clipart

1. Position the cursor in the place where the clip art should appear.
2. Click **Insert** on the Menu bar, point to **Picture**, and then click **Clip Art**. From the **Insert Clip Art** menu, type the desired category in the **Search For** textbox. (For example, animal, business; etc.)
3. Click the ClipArt picture that you would like to insert.



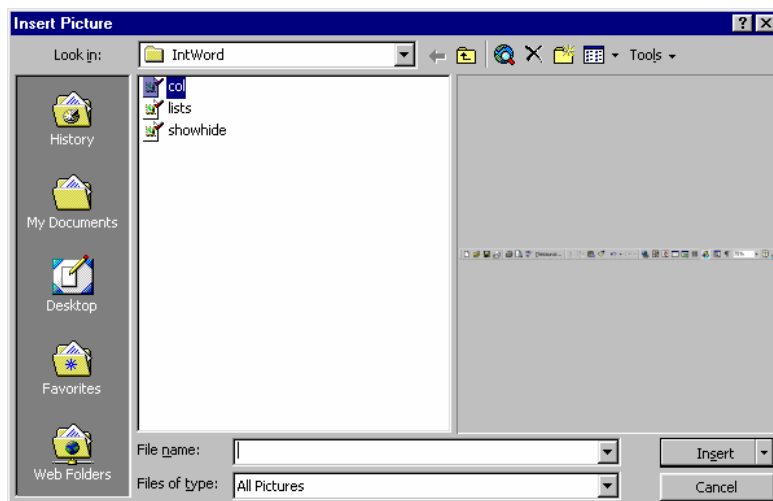
Pictures

Inserting pictures into a

Word XP document can refer to pictures or images that you have created in a graphical editor such as Photoshop, things you have scanned, or images you have saved off of the Web.

To Insert Pictures

1. Position the cursor in the place where the picture should appear.
2. Click **Insert** on the Menu bar, point to **Picture**, and then click **From File**.
3. Use the **Look in drop down list** to locate the picture. Click the name of the picture.
4. Click **Insert**.



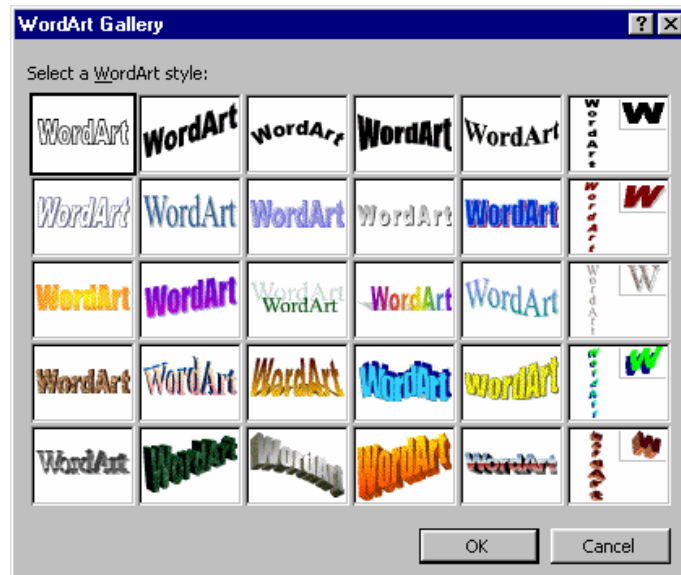
Word XP Art

Word XP Art is included with the Word XP software. It is used to create dramatically shaped headlines and logos in documents. It makes built-in shapes accessible to you. You can curve, flare, arch, and round text as desired.



To Insert Word XP Art

1. Position the cursor in the place where the Word XP Art should appear.
2. Click the **Insert Word XP Art button** on the Drawing toolbar.
3. Click the WordArt style that you like best. Then click **OK**.
4. Enter the text, apply appropriate formatting, then click **OK**.



To Move Images Around

1. Click once on the clipart/picture/wordart to select it.
2. Position your mouse in the center of the image.
3. Your mouse pointer will change to a 4-way arrow.
4. Hold down your left mouse button and drag the image to the desired location. Release the left mouse button.

Objective 8: Perform mail merges to create form letters and envelopes.

Mail Merge.

The mail merge feature that Word XP offers is an invaluable tool that allows you to incorporate data records into any type of document (such as form letters, envelopes, and labels). Mail merge allows you to merge from other programs and includes a step-by-step guided process in creating your own data source (including data in Excel spreadsheets and Access databases) and main document.

The basic steps for creating a form letter are as follows:

1. Create the main document or form letter.
2. Select a Recipient list (data source).
3. Insert merge fields into the main document or form letter.
4. Merge the form letter and data source together.
5. Preview your letters
6. Print or save the resulting letters.

Main Documents

The main document (in this case a form letter) is what you will actually be mailing to people. To complete the merge Word XP will use the fields that you will create in the data source to produce your letter or whatever type of document you are creating. (including envelopes, nametags, etc.)

To Create a Form Letter Main Document

1. Start with your form letter opened
2. Click **Tools** on the Menu bar then click **Letters/Mailings**, then **Mail Merge Wizard**.
3. Step 1: Select **Document Type**, click **Next**.
4. Step 2: Click **Use the Current Document**, Click **Next**

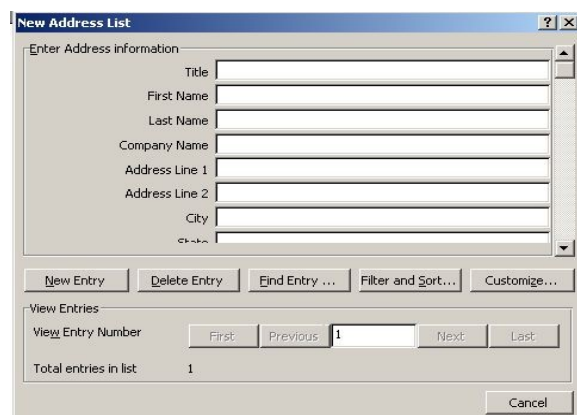
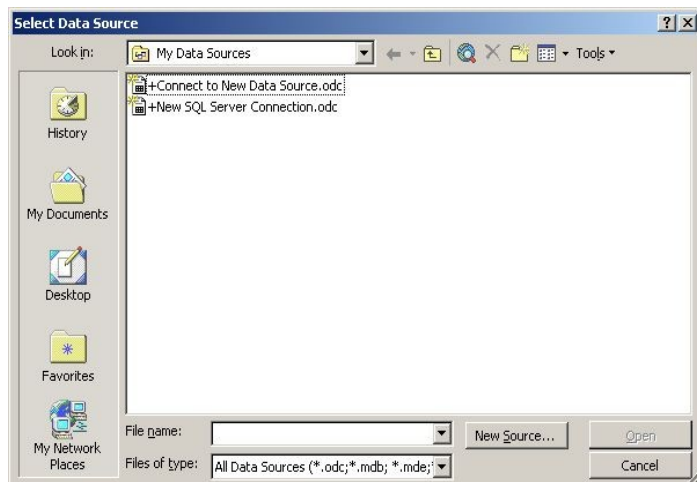
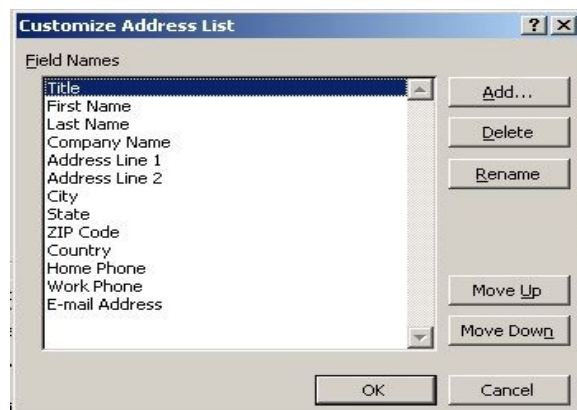


Recipient List (Data Source)

The Recipient list is simply a list of all the data: names, addresses, etc. that you will include in your merge. It contains all the variable information for eventual insertion into the document.

Step 3: Select Recipients (Data Source)

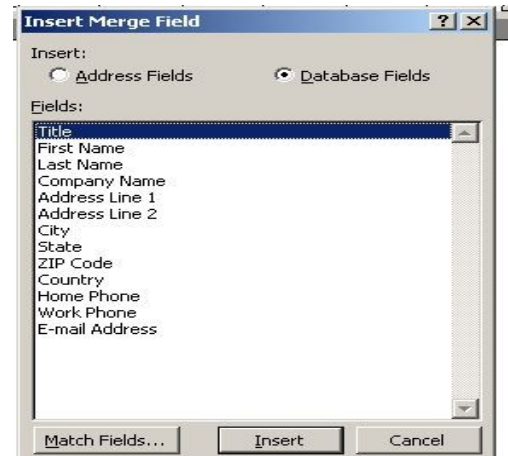
1. Click **Type a new list** from the **Select recipients** Mail Merge Wizard dialog box.
2. Click **Create** from the **Type a new list** section.
3. Click **Customize** to select the field names to delete and add field names that are necessary. Click **OK**.
4. Enter your data in the form window. Click **New Entry** to continue entering a new name. Click **Close** when finished.
5. Give your data source a name and choose where to save the data source. Click **Save**.



Merge Fields

Step 4: To Insert Merge Fields into the Main Document (Form Letter)

1. Place your cursor in the appropriate place in the document. Then from the Mail Merge toolbar, click **More Items**. From the drop down list select the appropriate field, Click **Insert**, and **Close**.
2. Repeat this process throughout the document. Remember to position your cursor in the correct location before inserting the merge field.



Step 5: Preview your Merged Document (Form Letter)

1. View the merged document. Click on the advance button to preview additional recipient letters. Click **Next**.

Complete the Merge

After previewing your letters, Mail Merge is ready to produce your letters

Step 6: Complete the Merge

1. Be sure to print, save, or edit the new document that opens up with your merged form letters.

A similar process can be used to create and print address labels, envelopes, nametags, etc.

